

California Department of Fish and Game

Seasonal Job Bulletin

for Seasonal Clerk

Job Description

Assist with archiving, file organization and review, information compilation, file management, saving documents into Adobe Acrobat PDF format, copying and other office tasks associated with Natural Communities Conservation Planning Agreements and Permits. Duties will also include compilation and verification of Permit compliance data, assisting staff in preparing reports regarding Agreement and Permit information compiled and analyzed.

After training, conduct web page editing and uploading NCCP documents to the Department's document library. Locate or summarize information and compile bibliographies. Data entry to catalog information regarding each document uploaded to library.

Additional Information

Position: Seasonal clerk

Salary: \$1,418–\$1,620 monthly salary

Location: Resources Agency Building, Habitat Conservation Branch, 1416 Ninth Street, Suite 1280, Sacramento, CA 95814

Duration: 3 months maximum

Start Date: As soon as qualified applicant is found.

Minimum Qualifications: The ability to read and write English and to do simple arithmetic computations.

Special Personal Characteristics: Aptitude and willingness to perform simple clerical work; follow a prescribed routine; personal neatness and the ability to follow directions.

How to Apply

Send a resume and cover letter via e-mail to

tbartlett@dfg.ca.gov

or via mail to

Tina Bartlett

California Department of Fish and Game

Habitat Conservation Branch

1416 Ninth Street, Suite 1280

Sacramento, California, 95814

For further information, please contact Tina Bartlett at (916) 653-9834.